

## Job Description | Procure To Pay Specialist (Accounts Payable)

**Department:** Finance

**Location:** Glasgow

### The Team

There is no better time to join our Glasgow team. Our business services function is undergoing an exciting transformation, paving the way for an even more promising future. You'll play an essential role in helping to optimise our business operations, as part of a market leading, global law firm that works as one to achieve our ambitions. Thrive in a team where your voice matters, and you're trusted to work your best way. In a fast-paced environment, you'll work alongside collaborative and supportive colleagues. If you're a proactive self-starter ready to contribute to something extraordinary, here you can play a big part in a winning team.

### The Role

The Procure To Pay Specialist role involves preparing and analysing AP performance reports, providing recommendations for process improvement, and handling vendor creations and onboarding in 3E. They monitor cash positions, ensuring payments are fully funded before release, and record disbursements accurately and promptly. Adherence to accounts payable policies and procedures, including vendor approval and invoice processing, is essential. Additionally, they reconcile sub-ledger and general ledger transactions, manage vendor statements, respond to queries and audit requests promptly, and cultivate effective vendor relationships. The specialist updates metrics regularly, covers for the team lead when necessary, supports strategic functions, reviews accrual reports, handles stakeholder queries, and undertakes ad hoc responsibilities as assigned.

### Key Responsibilities

- Prepares and analyzes AP performance reports and provide recommendation for process improvement (e.g., backlogs, on-time processing, one-time payment)
- Vendor creations - bank details verification and creating vendors in 3E for vendor onboarding.
- Monitor cash position and ensures that payments are fully funded before release.
- Ensure all disbursements are recorded accurately and timely.

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- Ensure all accounts payable policies and procedures are adhered to, including travel and related expenses, vendor approval, and invoice processing.
- Reconcile sub-ledger and general ledger transactions of accounts payable
- Reviews and manage vendor statement of account balance monthly. Ensures that the vendor reconciliation performed by the AP analyst is accurate.
- Ability to respond to queries and audit requests timely and accurately.
- Manage vendor relations and build effective partnerships.
- Update individual and team metrics regularly and present the same to management with explanations as well as suggestions for improvements.
- Provides cover when the team lead is out of office.
- Supports the team leader in strategic function such as but not limited to organizing meetings or planning tasks related to deliverables for the day
- Reviews monthly accrual reports ensuring completeness and correctness.
- Performs such other related tasks that may be assigned from time to time
- Review month-end/year-end schedules as required.
- Handles and resolves queries raised by stakeholders in a timely manner.
- Undertake ad hoc responsibilities as required by line manager.

## Essential Skills & Experience

- University degree in Business, Finance, or Accounting (an accounting qualification is desirable).
- Experience working on 3E, Elite Enterprise, or a similar practice management system preferred.
- Demonstrated experience in a similar role within a law firm or professional services environment is advantageous.
- Prior experience in payables processing, treasury, billing, and audit work.
- Accurate data entry skills and strong attention to detail.
- General knowledge of GL accounts.

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- Excellent attention to detail with a high level of accuracy.
- Intermediate MS Office skills, particularly Excel and Word.
- Excellent written and verbal communication skills.
- Strong interpersonal skills, able to interact effectively across all staff levels.
- Excellent organizational skills.
- Strong time management skills with the ability to prioritize tasks effectively.
- Team player with flexibility to work additional hours when required.
- Confidence and enthusiasm.

## The Firm

Clyde & Co is a leading global law firm, helping organisations successfully navigate risk and maximise opportunity in the sectors that underpin global trade and commercial activity and enable global prosperity, namely: insurance, aviation, marine, construction, energy, trade and natural resources. Globally integrated, we offer a comprehensive range of contentious and non-contentious legal services and commercially-minded legal advice to businesses operating across the world. We are committed to operating in a responsible way by progressing towards a diverse and inclusive workforce that reflects the communities and clients it serves and provides an environment in which everyone can realise their potential, using its legal and professional skills to support its communities through pro bono work, volunteering and charitable partnerships, and minimising the impact it has on the environment including through a commitment to the SBTi Net-Zero standard and the setting of ambitious emissions reduction targets. The firm has 490 partners, 2400 lawyers, 3200 legal professionals and 5500 people overall in nearly 70 offices and associated offices worldwide.

## Our Values

Our values are the principles that guide the decisions we make, unite us in our endeavours and strengthen our delivery, for our clients and our firm. We:

- **Work as one** We are a globally connected team of talented people who act with a firm-first mentality to achieve success
- **Excel with clients** We aim high and challenge ourselves to deliver unique excellence for our clients, keeping them at the centre of everything we do

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- **Celebrate difference** We help each other to be at our best and believe our differences result in greater achievement
- **Act boldly** We seek new opportunities, take action and learn as we go, recognising that curiosity drives our development and contributes to growth

## Business Services Competencies

Clyde & Co is committed to providing extensive, personal and professional development opportunities for our people enabling them to be highly effective in their current role as well as assisting them to fulfil their career aspirations.

The competencies are used to inform all aspects of Business Services career development. They vary across levels and different business areas and fall under the following areas:

- Technical Excellence
- People and Team
- Client/Stakeholder Relationships
- Service Delivery and Commercial Awareness
- Personal Effectiveness

This is the job description as constituted at present; however the Firm reserves the right to reasonably amend it in accordance with the changing needs of the business.

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